



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P.O. BOX 119

HONOLULU, HAWAII 96810-0119

MAY 31 2011

COMPTROLLER'S MEMORANDUM 2011-10

TO: Heads of Departments and Agencies

ATTN: Administrative and Fiscal Offices

SUBJECT: FAMIS Year End Deadlines

This memorandum establishes submittal deadlines for accounting documents that must be recorded in FAMIS by the close of fiscal year 2011. The following documents must be received the Accounting Division by 4:30 p.m. on the following dates:

June 30, 2011

Contract Input (C-41)

July 8, 2011

Summary Warrant Vouchers
(C-08, MBP461/462)

July 11, 2011

Journal Voucher (A-27)
Universal Input (A-28)
Treasury Deposit Receipt (B-13)
Allotment Advice (A-15)
Request for Allotment (A-19)
Encumbrance Advice (C-06)

Documents received after the above deadlines will be returned.

Submit all Encumbrance Advice (C-06) printed on pink paper as follows:

- Original
- First copy with supporting documents
- Second copy will be returned after processing

If you have a numeric field of "0" (zero) in your Encumbrance Advice Number, please draw a slash through the "0" to indicate that it is numeric and not the letter "O".

Departments and agencies may need to revise their internal year end closing deadlines in order to comply with the new deadlines.

If you have any questions, please contact Wayne Horie of our Accounting Division at 586-0600.


BRUCE A. COPPA
State Comptroller